Saskatchewan
Labour

Occupational Health & Safety

How to Identify Job Hazards

Table of Contents

Introduction ____ 2
What is a job safety analysis (JSA)? ____ 2
What are the benefits of using JSAs? ____ 2
How can the employer involve workers? ____ 3
About this publication ____ 4

How is a JSA prepared? ____ 5
Developing JSAs for infrequently performed jobs ____ 6

The JSA Process ____ 7
1 Select the job to be analyzed ____ 8
2 Divide the job into its sequence of tasks or steps ____ 8
3 Identify the potential health and safety hazards ____ 10
4 Select and integrate precautions ____ 12
5 Review the JSA periodically and when things change ____ 15
6 Communicate information throughout the workplace ____ 16

Resources ____ 17
Examples of JSAs ____ 17
Saskatchewan Safety Associations ____ 20
WorkSafe Saskatchewan ____ 21
Videos and publications ____ 21
Websites ____ 22

Introduction

Employers are expected to identify workplace hazards and protect workers. Likewise, employees have the right to know about the hazards in their jobs and how to protect themselves. One way to both protect workers, and increase job knowledge, is to conduct a *Job Safety Analysis* (JSA) on any job that concerns employees.[1]

What is a job safety analysis (JSA)?

A JSA is an analysis of how a selected job is performed.[2] It is used to identify health and safety hazards in new, modified, or existing jobs. Once hazards are identified, the risks of harm can be assessed and appropriate controls/precautions put in place.

In a JSA, each basic step of a selected job is examined to identify potential hazards, assess the risks of harm, and implement controls.[3]

What are the benefits of using JSAs?

Employers can use JSAs to:

- provide or help develop written work procedures
- develop orientation, training, and inspection documents
- provide reference documents during incident investigations
- prepare documents for anyone hired under contract
- identify and control undetected hazards

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1 Other terms used to describe this procedure include job hazard analysis, job hazard breakdown, and job risk analysis.

2 A *job* is a sequence of steps designed to accomplish a goal. We'll define a job step as a segment of the operation necessary to advance the work. The terms "job" and "task" are commonly used interchangeably to mean a specific work assignment, such as: operating a grinder, using a pressurized water extinguisher, or changing a flat tire.

3 A *hazard* is any activity, situation, or substance that can hurt someone. Hazards are divided into health and safety categories. A health hazard is any agent, situation, or condition that can cause an occupational illness. A safety hazard is anything that could cause an injury. A risk is the chance of a hazard causing harm.

- provide workers with efficient, safe, work procedures
- promote acceptance of safe work procedures
- raise health and safety awareness through improved orientation of inexperienced workers, better job training, and so forth
- protect the health and safety of people hired under contract
- review job procedures during inspections and incident investigations
- improve communication between workers, supervisors, and the employer

Employers who must set up an occupational health and safety program can use JSAs to help meet requirements under regulation 22(1)(b) to identify existing and potential job risks to the health and safety of workers.

How can the employer involve workers?

Workers who do the job usually know the most about the related risks and should therefore participate in the JSA process. The employer should pay particular attention to involving groups who have distinct health and safety issues so that no job that concerns workers is missed.

The workplace's occupational health committee (OHC) can help the employer to develop the JSAs and use them to assess the adequacy of the employer's hazard controls.

The role of the occupational health committee

The employer is expected to involve the workplace's occupational health committee in reviewing JSAs. The committee can help the employer by:

- providing input and advice
- evaluating the effectiveness of the JSAs during inspections, investigations, and contact with workers
- periodically evaluating the JSAs to ensure that they are still current

- reviewing the JSAs when conditions change, such as when new workers start work, when new equipment or chemicals are introduced into the job, and so forth

Have a follow-up process in place to ensure that new hazards have not been created, employees understand what is expected of them and are satisfied with the new procedures.

The employer is ultimately accountable for keeping the JSAs current and effective.

About this publication

This publication outlines the basic steps in a JSA and provides examples of completed JSAs and blank JSA forms. It will help employers and supervisors to perform JSAs. Occupational health committees (OHCs) can use it to provide input and evaluate the effectiveness of the employer's work procedures.

Much of this document was prepared from material supplied by the Canadian Centre for Occupational Health and Safety (CCOHS). Saskatchewan Labour wishes to acknowledge the Centre for its help.

How is a JSA prepared?

Many employers develop JSAs by using job-observation and group discussion/verification. This involves having a job reviewer watch a safety-conscious, experienced worker perform the job step-by-step and writing down the:

- resources, tools, personal protective equipment, documents, and so forth needed to do the job safely
- procedures to follow during each job step
- hazards present at each step
- controls that must be used to reduce the risks of the hazards causing harm

The completed JSA/written work procedure is then verified through:

- "try outs" and job observations
- group discussions with workers, supervisors, and OHC members
- regular reviews and monitoring

The major advantages of the job observation and group discussion/verification method is that it:

- taps the knowledge, experience, and good will of expert workers and supervisors
- does not rely only on documents or one person's memory
- reduces the chance that key points or hazards that could be created by unexpected events will be missed
- prompts recognition of hazards and the development of suitable controls for each job and job-task
- involves supervisors and workers and encourages them to "own" the JSA and follow the resulting written work procedure
- encourages workers and supervisors to train inexperienced workers to use the procedures they have helped develop

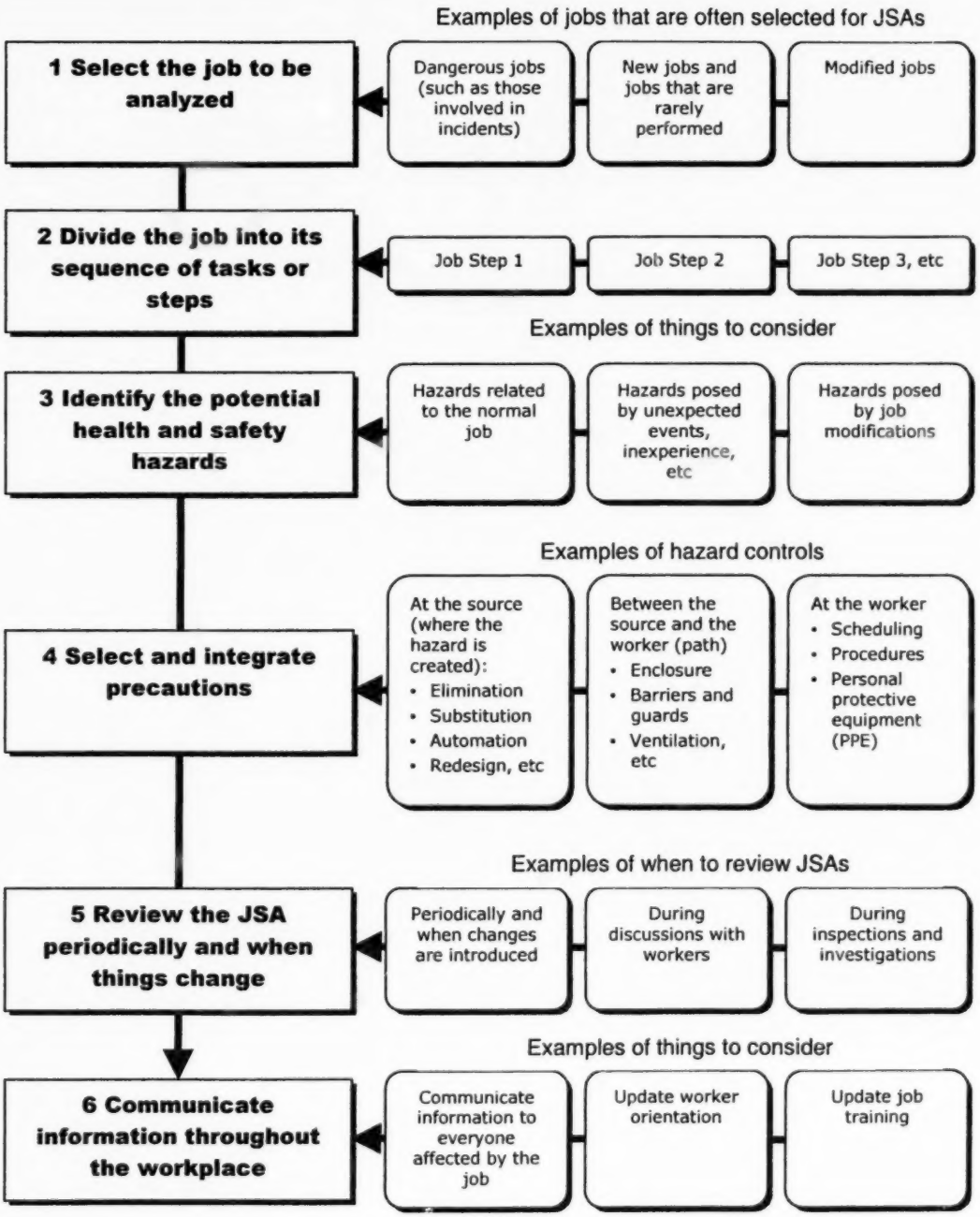
Developing JSAs for infrequently performed jobs

Job observations can be difficult to arrange with rarely performed work. One way of preparing JSAs for those types of jobs is to have a group of safety-conscious, experienced workers and supervisors complete the JSA/written work procedure through discussion and document reviews.

This method:

- involves several people and resource documents
- allows for a wide base of experience to be concentrated on the job
- encourages workers and supervisors to use the resulting JSA/ written work procedure

The JSA Process


Examples of jobs that are often selected for JSAs
1 Select the job to be analyzed
Dangerous jobs (such as those involved in incidents)
New jobs and jobs that are rarely performed
Modified jobs
2 Divide the job into its sequence of tasks or steps
Job Step 1
Job Step 2
Job Step 3, etc
Examples of things to consider
3 Identify the potential health and safety hazards
Hazards related to the normal job
Hazards posed by unexpected events, inexperience, etc
Hazards posed by job modifications
Examples of hazard controls
4 Select and integrate precautions
At the source (where the hazard is created):
• Elimination
• Substitution
• Automation
• Redesign, etc
Between the source and the worker (path)
• Enclosure
• Barriers and guards
• Ventilation, etc
At the worker
• Scheduling
• Procedures
• Personal protective equipment (PPE)
Examples of when to review JSAs
5 Review the JSA periodically and when things change
Periodically and when changes are introduced
During discussions with workers
During inspections and investigations
Examples of things to consider
6 Communicate information throughout the workplace
Communicate information to everyone affected by the job
Update worker orientation
Update job training

1 Select the job to be analyzed

A job may be broadly described or narrowly defined. JSAs are not suitable for jobs defined too broadly, for example *overhauling an engine*; or too narrowly, for example *positioning a car jack.*

Ideally, all jobs should be subjected to a JSA. However, constraints imposed by the time, resources, and effort needed to perform and revise JSAs require the employer to set priorities. Here are some examples of the types of jobs that commonly concern workers and are usually selected for the JSA process:

- **Dangerous jobs,** based on the number of incidents (accidents and dangerous occurrences) documented over a given time period and the resulting harm or potential harm. Examples include jobs where an incident, hazardous condition or exposure to harmful substances has caused, or could cause, serious injury.
- **New jobs** – due to lack of experience, hazards in new jobs may not be obvious or anticipated.
- **Infrequently performed jobs** – workers may be in more danger when undertaking non-routine jobs or working alone.
- **Modified jobs** – changes in job procedures or conditions may create new hazards.

2 Divide the job into its sequence of tasks or steps

After a job has been chosen for analysis, the next stage is to break it into its sequence of steps. We'll use the job of changing a flat tire as an example.

Doing the job observation/analysis/breakdown

This part of the analysis usually involves watching the worker do the job. The job observer is normally the worker's supervisor, but involving other workers, such as a member of the OHC, reduces the risk of key points being missed.

The worker being observed should be experienced, safety-conscious, and capable of doing all steps in the job. To encourage the worker to participate, explain why the JSA is being done. Make sure the worker understands that the JSA is not an attempt to uncover unsafe acts. The job is being studied to identify hazards and eliminate or control the

risks of harm. The worker's experience and ideas can help. The focus of the JSA is the job and not the worker.

Observe the job as it is performed under normal conditions. For example, if a job is performed only at night, the JSA should also be done at night. Similarly, only regular tools and equipment should be used. Observing the worker should be the only departure from normal operations. Consider videotaping the job so that it can be reviewed with other workers later.

Begin by asking questions like:

- what resources (tools, equipment, supplies, documents, and so forth) are required to do the job?
- what basic step starts the job?
- what happens next?

Completely describe and number each step in sequence. Begin each step with an easy to understand action word (such as *remove, lift,* or *pry*).

Note departures from normal procedures as these can contribute to accidents and may indicate health and safety management issues that need attention. For example, sometimes workers depart from established procedures because of equipment malfunctions, inadequate tools and equipment, incorrect materials, lack of training, and so forth.

What to watch out for

Take care not to make the steps in the JSA too general, (and miss specific steps and their associated hazards) or too detailed, (and produce too many steps).

A rule of thumb is that **most jobs can be described in less than ten steps**. If more steps are required, you might want to combine steps, or divide the job into segments, each with its own JSA.

Take care to record the steps in the right sequence. A JSA or work procedure with steps that are out of order may miss hazards or create new ones. Make notes about what is done rather than how it is done. Remember to begin each job step with an action verb (as shown in the left column of the table on the following page).

Examples of Job Steps in Changing a Flat Tire			
	Sequence of Job Tasks	**Potential Hazards**	**Precautions & Resources**
1	Park the vehicle in a safe place		
2	Remove spare and tool kit		
3	Pry off hubcap and loosen lug bolts (nuts)		
4	And so on....		

After you have recorded the job observation/breakdown, get the worker and the other participants to review it and make sure that all of the basic steps have been correctly noted in the right order.

3 Identify the potential health and safety hazards

Once you have recorded the basic job steps, identify the potential hazards in each one. List the things that could go wrong based on:

- job observations
- knowledge of the causes of workplace incidents and illnesses
- experience and input from other workers during group discussions

You may need to observe the job again. Since the basic steps have already been recorded, you can now concentrate on identifying potential hazards.

At this stage, don't try to solve any problems that you detect. You'll do that later.

Examples of questions to ask

To help identify potential hazards, the job analyst may use questions such as these:

- Can suspended or residual energy harm a worker?
- Can any body part be caught in or between objects?
- Do tools, machines, or equipment present any hazards?
- Can the worker make harmful contact with objects?
- Can the worker slip, trip, or fall?
- Can the worker suffer strain from lifting, pushing, or pulling?
- Is the worker exposed to extreme heat or cold?
- Is excessive noise or vibration a problem?
- Is there a danger from falling objects?
- Is lighting a problem?
- Can weather conditions affect safety?
- Could the worker be exposed to harmful amounts of radiation?
- Can contact be made with hot, toxic, infectious, or caustic substances?
- Are there dusts, fumes, mists, or vapours in the air?

Also, ask:

- What hazards could be created by unexpected events, such as "rush" assignments, inexperienced workers being assigned to the job unexpectedly, and so forth?
- What hazards could be created if the job is modified or conditions surrounding the job change?

Use related incident reports, first aid logs, and so forth to help identify hazards.

List potential hazards in the middle column (in the following table). Number the hazards to match the corresponding job step if necessary.

Examples of Job Steps in Changing a Flat Tire		
Sequence of Job Tasks	**Potential Hazards**	**Precautions & Resources**
1 Park the vehicle in a safe place	1 a) Vehicle parked too close to passing traffic (collision hazard) b) Vehicle parked on uneven or soft ground (jack tip over during change of tire) c) Vehicle may roll on driver if not properly braked and blocked	
2 Remove spare and tool kit	2 a) Muscle strain or hand injuries from lifting spare	
3 Pry off hubcap and loosen lug bolts (nuts).	3 a) Hub cap may pop off and hit driver due to excessive force or an unsafe work procedure b) Lug wrench may slip and cause hand injuries	
4 And so on...	4 a) ...	

Again, all participants should jointly review this part of the analysis.

4 Select and integrate precautions

The next stage in a JSA is to determine ways to eliminate or control the hazards identified. Generally, control options for a job are to:

1 Find a new way to do the job.

2 Change the conditions that create the hazard.

3 Change the work procedure.

4 Change the pace of work or when the job is done.

When describing precautions, avoid general statements like "be careful" or "use caution". Instead, use specific statements that describe both what to do and how to do it.

Carefully consider the implications of each hazard control, such as:

- new hazards that could be created
- the effects of change on other jobs in the work process or workplace
- implications for orientation, training, and inspections

The employer is responsible for selecting and implementing appropriate controls.

Hazard control principles

The generally accepted measures to control hazards in a job, in order of preference, are:

1 Eliminate the hazard (most effective)

1. **Choose a different process** (find a new way to do the job)
2. **Modify** an existing process. For example, consider changing the layout of the workflow, where the job is done, and so forth.
3. **Substitute** a less hazardous substance or material, for example:
   - replace solvent-based paints with water-based paints
   - use jackhammers mounted on mobile equipment instead of hand-held units
   - use welding instead of riveting to reduce noise
4. **Dilute/reduce** the hazard by improving ventilation or using other environmental controls
5. **Modify or change** materials, equipment, or tools

2 Contain the hazard

If the hazard cannot be eliminated, contact might be prevented by using enclosures, machine guards, booths, or similar devices to separate workers from the hazard.

3 Revise work procedures

Think about modifying hazardous steps in the job, changing the sequence of steps, or adding additional steps.

4 Reduce exposure through administrative controls

These measures are the least effective and should only be used if no other solutions are possible. Here are some examples:

- reducing the number of times workers are exposed to a hazard – for example, a machine could be modified so less maintenance is necessary
- using job rotations to limit the time each worker spends doing certain work
- requiring the use of appropriate personal protective equipment and clothing (PPE)
- providing emergency facilities, such as eyewash stations and emergency showers, to reduce harm if a worker is hurt

Consider the implications for emergency planning

While not part of the JSA process, the employer must have a first aid and emergency plan in place to deal with new or existing hazards involved in the job. While the JSA is being done, think about what emergencies and injuries an incident involving the job could create and how to respond. For example, think about the implications for:

- containing the emergency and rescuing victims
- administering first aid
- controlling fires
- meeting notification and reporting requirements
- dealing with workers' compensation issues
- making repairs and restorations

Applicable emergency response information can be put into the JSA or into separate documents. If separate documents are used, be sure to state this in the JSA. Include emergency response information in worker orientation and job training.

Examples of Job Steps in Changing a Flat Tire		
Sequence of Job Tasks	**Potential Hazards**	**Precautions & Resources**
1 Park the vehicle in a safe place	1 a) Vehicle parked too close to passing traffic (collision hazard) b) Vehicle parked on uneven or soft ground (jack tip over during change of tire) c) Vehicle may roll on driver if not properly braked and blocked	1 a) Drive to area well clear of traffic and turn on emergency flashers b) Choose a firm, level area c) Apply the parking brake; leave transmission: (1) in gear; or (2) in PARK (depending on the type of transmission you have) d) Place blocks in front and back of the wheel diagonally opposite to the flat
2 Remove spare and tool kit	2 a) Muscle strain or hand injuries from lifting spare	2 a) Turn spare into upright position in the wheel well. Using your legs and standing as close as possible, lift spare out of truck and roll to flat tire. Use gloves to protect your hands
3 Pry off hubcap and loosen lug bolts (nuts).	3 a) Hub cap may pop off and hit driver due to excessive force or an unsafe work procedure b) Lug wrench may slip and cause hand injuries	3 a) Pry off hub cap with the tire iron using steady pressure b) Use proper lug wrench; slowly apply steady pressure and loosen the lug nuts
4 And so on...	4 a) ...	4 a)...

5 Review the JSA periodically and when things change

Before the completed JSA is submitted for approval, get a group of experienced workers and supervisors to review it one last time to ensure that nothing has been overlooked.

Ask a few inexperienced workers to review it to see if they understand the instructions and safety precautions. Rewrite sections that have missing information or are confusing.

6 Communicate information throughout the workplace

Once the analysis is complete, communicate it to every worker who is involved in the job and update orientation and training documents.

Using JSAs for worker orientation and job training

The side-by-side format used in JSA forms often isn't appropriate for training. Instructors often prefer to use a narrative format. For example, the work procedure based on the partial JSA developed here might start out like this:

1 Park the vehicle in a safe place.

- Drive vehicle off the road to an area well clear of traffic, even if it requires you to manually roll the car.
- Park the car in a firm, level area so that you can jack the vehicle up without it rolling.
- For more protection against rolling apply the parking brake, leave the transmission in gear or PARK, and place blocks in front and back of the wheel diagonally opposite the flat.
- Turn on the emergency flashers to alert passing drivers, so they will not hit you.

2 Remove spare and tool kit.

To avoid back strain, turn the spare upright in its wheel well. Use gloves to protect your hands. Stand as close to the trunk as possible and slide the spare close to your body. Lift out and roll the spare to the flat tire.

3 Pry off the hubcap, and loosen the lug bolts (nuts).

Pry off the hubcap slowly with steady pressure to prevent it from popping off and striking you. Use gloves to protect your hands.

Using the proper lug wrench, slowly apply steady pressure to loosen the lug bolts (nuts) so that the wrench will not slip and hurt your knuckles.

...and so on.

Resources

Examples of JSAs

Job Safety Analysis **Example 1 –** **Job: Lockout procedure for XYZ Metal Stamping Press**	**Job and Job Number** Job #: 1234 JSA #: 1313 Page: 1 of 2	**Date of JSA** Performed: Jan 02, 2003 Reviewed: Jan 07, 2003 Approved: Feb 01, 2003	☑ New ❑ Revised
Title of person who does job: Maintenance Specialist		**Supervisor:** Joe Smoe	**JSA Performed by:** Jane Doe and Peter Smith
Employer: ABC Company	**Location of workplace:** Somewhere Saskatchewan	**Department:** XYZ	**Reviewed by:** 1 XYZ Dept Supervisor: Joe Some 2 OHC Co-chairs: L. Hardy and P. Costello
Required personal protective equipment: Gloves, safety shoes, long sleeves, long pants	**Required tools and equipment:** Personal lock Lockout kit A	**Required documentation:** 1 Company lockout policy and manufacturer's repair manual. 2 Complete lockout permit # 123 before start of work and file with XYZ Dept supervisor (cc to maintenance superintendent's office). 3 Complete log 456 at completion and file with maintenance superintendent's office (cc to XYZ Dept supervisor).	**Approved by:** Maintenance Superintendent: B. Hope

Sequence of Basic Job Steps	Possible Hazards	Precautions and Resources
1 Shut off, lockout, and put a warning tag on the machine	Injury due to failure to dissipate suspended energy	Worker to ensure lock and warning tag in place and test machine to ensure power is disconnected and suspended energy has been dissipated Area supervisor to inspect completion of work procedures and placement of locks and warning tags before work continues
2 Disconnect power to the machine at the local disconnect box	Failure to follow standard operating procedures resulting in accidental activation, crushing injury, or electrocution	
3 Bring suspended parts to "neutral" position		
4 Worker performing maintenance to place and secure personal lock in lockout loop on the disconnect box	Unintentional access to control device due to failure to place lock and warning tag, resulting in accidental activation and serious injury	
5 Place a warning tag on the disconnect box		
6 Block suspended mechanical and hydraulic parts	Hydraulic or mechanical failure could cause suspended parts to crush worker	Area supervisor to ensure that secure and substantial blocks in place before work continues
7 Test machine to ensure power is off and suspended energy has been dissipated	Failure to test machine could result in an injury if power has not been cut off or suspended energy is present	
8 Perform repairs or maintenance	Injury during repairs	Worker to follow procedures in manufacturer's repair manual Area supervisor to ensure procedures are followed
9 Remove blocks, lock, and tags on machine and tags and lock on disconnect box; reactivate and test machine	Injury due to failure to follow correct sequence of steps	
10 Return lockout permit to supervisor and complete log 456		

Example 2 – Job: Transferring a client out of bed	**Job Number** Job #: 1357 JSA #: 01/02/03 Page: 1 of 1	**Date of JSA** Performed: 02/01/03 Reviewed: 02/13/03 Approved: 03/03/03	❑ New ☑ Revised
Title of person who does job: Nurse Jane Doe		**Supervisor:** DON F Nightingale	**JSA Performed by:** Jane Doe and Sally Smith
Employer: Somewhere Health District	**Location of workplace:** Somewhere Hospital	**Department:** Ward 911	**Reviewed by:** F Nightingale
Required personal protective equipment: Universal precautions	**Required tools and equipment:** Transfer belt	**Required documentation:** • Client lift assessment form • Duty log • Maintenance report form	**Approved by:** Ms Safety Director

Sequence of Basic Job Steps	Possible Hazards	Precautions and Resources
1 Visually inspect bed, work area, and client for possible hazards	Worn, badly adjusted or broken equipment, obstructions in work area, possible problems with client IV drip line, catheter tube, or other medical aids, bedding caught in bed rail assembly, suitability of client for lift assist, and so forth	• Complete client lift assessment form • Ensure safety of bed and equipment • Prepare work area • Report equipment defects to maintenance and occupational health committee • Get help if needed
2 Ensure that brakes on the bed are working properly and locked in position	• Injury due to bed moving during lift • Injury due to defective locks	• Ensure bed locks are properly engaged • If equipment is defective, get someone to help lift the client
3 Adjust the height of the client's bed to ensure the use of good body mechanics when transferring the client in or out of bed	• Injury while adjusting worn, broken, or poorly maintained, gears • Injury while working with broken gear handles and mechanism • Unsuitable bed height during transfer, resulting in poor body mechanics and an injury	• Ensure bed height is suitable before beginning the transfer • If equipment is defective, get someone to help lift the client • Follow any applicable procedures for working with broken beds or gear mechanisms
4 Adjust the bed head to meet the client's needs	Injury to worker during adjustment due to defective gear mechanism, pinch points, or sharp edges	• If equipment is defective, get someone to help adjust the bed and lift the client
5 Lower bed rails (if applicable)	• Catching fingers in rail assembly or incurring a muscle strain while lowering rails • Working with the rails partially raised, resulting in poor body mechanics and an injury	• Keep fingers away from pinch points, sharp edges • Release rail locks carefully before lowering rails and ensure rails are completely lowered before transferring client • Get help if equipment is hard to use
6 Assist client to: • roll on their side • push into mattress with upper arms • swing legs over edge of bed	• If present, client becoming entangled in IV drip line, catheter tube, or other medical aid • Improper positioning of client, resulting in poor body mechanics during transfer and an injury • Client slipping out of bed, resulting in an injury to worker or client	• Maintain effective communication with, and control of, client • Ensure medical devices will not interfere with transfer • Ensure client is positioned correctly before starting transfer
7 Once client is sitting on the edge of the bed, adjust bed height so client's feet are flat on the floor	• Client slipping out of bed while unit is being lowered • Injury during bed lowering due to defective mechanism, etc	• If equipment is defective, get someone to help transfer the client • Assess client before lowering bed and maintain communication
8 Use transfer belt and transfer belt procedures to transfer client	• Client slipping or falling during transfer, resulting in injury • Incorrect positioning or use of transfer belt, resulting in injury	• Assess client immediately before transfer. If client cannot be lifted safely alone, get someone to help • Follow transfer belt procedures

Example 3 – Job: Use of PQZ Pressurized Water Fire Extinguisher	**Job Number** Job #: 191213 JSA #: 02/03/04 Page: 1 of 1	**Date of JSA** Performed: 03/04/03 Reviewed: 03/13/03 Approved: 03/20/03	☐ New ☑ Revised
	Title of person who does job: Anyone may have to use extinguisher	**Supervisor:** Any	**JSA Performed by:** John Analytical
Employer: Sam's Company	**Location of workplace:** Somewhere Sask	**Department:** Shipping	**Reviewed by:** Joe Bighuge
Required personal protective equipment: None	**Required tools and equipment:** PQZ Fire Extinguisher	**Required documentation:** • Incident Report form • Extinguisher use report form	**Approved by:** Safety Director

Sequence of Basic Job Steps	Possible Hazards	Precautions and Resources
1 Remove fire extinguisher from wall bracket	• Dropping unit on foot	• Support bottom lip of extinguisher by putting one hand under it, fingers curled around lip, palm up • At the same time, put the other hand on carry handle under discharge lever, palm down, fingers curled firmly around carry handle only
2 Carry to fire	• Muscle injury due to improper carrying • Use of the extinguisher on the wrong class of fire (Class B, flammable liquids; C, Electrical; or D, Combustible metals) • Fighting a fire that is too big • Smoke inhalation and burns due to entry into small rooms or confined spaces to fight the fire • Injury due to lack of rescue capacity	• Lower extinguisher slowly to avoid strain • Carry extinguisher below waist alongside leg to reduce risk of muscle strain • Carry by handle only • Use only to suppress Class A fires (ordinary combustibles) • Only fight small fires. Otherwise GET OUT • Stay outside of small rooms and shoot the water stream in • Never fight a fire alone – get help
3 Remove pin from handle	• Dropping extinguisher on foot • Discharging extinguisher while removing pin due to pressure on discharge lever	• Set extinguisher down in upright position • Hold one hand on top of fire extinguisher to hold it steady while slowly removing the pin with the other hand • Don't put pressure on the discharge lever while removing the pin
4 Point hose nozzle at the base of the fire and depress discharge lever	• Dropping extinguisher during use • Smoke inhalation	• Keep a firm grip on extinguisher and hold steady while using • Don't fight a fire that is too big
5 Apply water stream to fire	• Failing to extinguish the fire because water is applied to the wrong part of the flame • Smoke inhalation or burns • Failure to extinguish smoldering debris, resulting in the fire flaring up again later	• Start at the front leading edge of the fire and direct the water at the base of the flames using a slow sweeping action • Don't work too close to a fire - never turn your back on a fire and never fight a fire alone • After extinguishing fire, spray water on smoldering or glowing surfaces • Ensure fire is out before leaving
6 Return fire extinguisher to bracket and arrange for servicing		
7 Report use		

Saskatchewan Safety Associations

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Saskatchewan Association of Health Organizations (SAHO) 1445 Park Street Regina, Saskatchewan S4N 0C5 PHONE: (306) 347-5571 FAX: (306) 347-5908 **http://www.saho.org/**	***Saskatchewan Forest Industries Safety Association*** #9 - 184 South Industrial Drive Prince Albert, Saskatchewan S6V 7L8 PHONE: (306) 764-5582 FAX: (306) 764-6601
Saskatchewan Construction Safety Association 1939 Elphinstone Street Regina, Saskatchewan S4T 3N3 PHONE: (306) 525-0171 FAX: (306) 347-8595 **http://www.saskconstrhouse.com/SCSA/**	***Saskatchewan Construction Safety Association*** 2365 Avenue C North Saskatoon, Saskatchewan S7L 5X5 **PHONE: (306) 652-0907** 1-800-817-2081 FAX: (306) 652-0923
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Saskatchewan Meat Industry Safety Association 2365 Ave C North Saskatoon, Saskatchewan S7K 5X5 PHONE: (306) 933-9688 or FAX: (306) 955-9684	***Saskatchewan Professional Drivers' Safety Council Inc.*** #14, 395 Park Street Regina, Saskatchewan S4N 5B2 CELL: (306) 537-0222 PHONE: (306) 924-2015 FAX: (306) 543-2801
Service and Hospitality Safety Association of Saskatchewan c/o 2365 Avenue C North, Saskatoon, Saskatchewan S7L 5Z5 PHONE: (306) 955-1349 FAX: (306) 955-0726 CELL: (306) 220-7932	***Service and Hospitality Safety Association of Saskatchewan*** c/o 1054 Winnipeg Street, Regina, Saskatchewan S4N 8P8 PHONE: (306) 522-5499 FAX: (306) 525-1944 CELL: (306) 537-7283 **http://www.shsa.ca/**
Workers' Compensation Board Workers' Compensation Board Prevention, Safety and Return to Work 200 - 1881 Scarth Street Regina, Saskatchewan S4P 4L1 Phone: (306) 787-6916 Toll free: 1-800-667-7590 Fax: (306) 787-4256 E-mail: psrtw@wcbsask.com **http://www.wcbsask.com/**	***Saskatchewan Safety Council*** 445 Hoffer Drive Regina, Saskatchewan S4N 6E2 PHONE: (306) 757-3197 FAX: (306) 569-1907 **http://www.sasksafety.org/**

WorkSafe Saskatchewan

Saskatchewan Labour and the Workers' Compensation Board have launched the WorkSafe Saskatchewan initiative to improve the health and safety of Saskatchewan workers. The initiative encompasses prevention promotion, prevention education, and training, and the development of stakeholder partnerships. Activities include:

- implementing a resource website and a CD-ROM
- developing and implementing a prevention promotional campaign
- developing and implementing a joint process for the periodic analysis of workplace injury data as a basis for targeting compliance programs

Visit the website or get a copy of the WorkSafe Saskatchewan CD from the Saskatchewan Workers' Compensation Board or Saskatchewan Labour for a collection of occupational health and safety resources.

Videos and publications

Visit Saskatchewan Labour's website to review the Occupational Health and Safety Division's video loan catalogue and download publications. Contact the Division's Regina office to borrow videos.

Websites	
Source	**Website**
• The American National Standards Institute (ANSI)	• http://www.ansi.org/
• Canadian Association of Drilling Contractors (CAODC)	• http://www.caodc.ca/
• The Canadian Centre for Occupational Health and Safety (CCOHS)	• http://www.ccohs.ca/
• Canadian manufacturers' and suppliers' recommendations (MSDSs, supplier labels, users' guides, etc)	• http://www.cma.org/
• The Canadian Standards Association (CSA)	• http://www.csa.ca/
• Health Canada publications	• http://www.hc-sc.gc.ca/hppb/srh/e_publications.html
• The International Standards Organization (ISO)	• http://www.iso.org/
• National Fire Prevention Act (NFPA) and the National Fire Code	• http://www.nfpa.org/
• National Institute for Occupational Safety and Health (NIOSH):	• http://www.cdc.gov/niosh/
• The Queen's Printer (Saskatchewan legislation)	• http://www.qp.gov.sk.ca/
• Saskatchewan Labour	• http://www.lab.gov.sk.ca/
• WorkSafe Saskatchewan	• http://www.worksafesask.ca/

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Occupational Health and Safety

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WorkSafe SASKATCHEWAN

www.labour.gov.sk.ca

www.worksafesask.ca

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